



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 23, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 26, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, November 6, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM III

Payroll and Benefits Representative
Bureau of Personnel Management
Office of Finance & Administration
Springfield

Attachments
40615

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, November 6, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager III	Salary Range:	\$4,670 - \$8,295
Position Title:	Payroll and Benefits Representative	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-40-305-10-01	IPR#:	40615

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Personnel Management/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for performing all administrative personnel duties including benefits programs, payroll, timekeeping, attendance reports and personnel transactions for designated organizational entities within the central offices and divisions. This position operates within a service environment and advises employees on benefits and departmental policies.

Special Qualifications:

The following qualifications are desired:

- Knowledge, skill, and mental development equivalent to the completion of a bachelor's degree preferably with courses in business, human relations or public administration
- Four years' experience in business, human relations, public administration, or equivalent combination of training and experience
- Strong oral and written communication skills
- Ability to organize and handle multiple functions within given time constraints
- Ability to maintain professional and harmonious relationships with employees, agency officials, and the general public

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 5, 2015	POSITION:	Payroll and Benefits Representative
APPROVED BY:	<i>Dianna Taylor</i>	OFFICE/DIVISION:	Finance & Administration/Bureau of Personnel Management
CODE:	PW413-23-40-305-10-01	REPORTS TO:	Central Human Resources Services Unit Manager

Position Purpose

This position is responsible for performing all administrative personnel duties including benefits programs, payroll, timekeeping, attendance reports, and personnel transactions for designated organizational entities within the central offices and divisions. This position operates within a service environment and advises employees on benefits and departmental policies.

Dimensions

Central office employees:	+/- 300–400
Payrolls prepared:	16–32 semi-monthly
Leave slips processed:	+/- 12,000–25,000 annually
Personnel transactions:	+/- 500–1,000 annually
Insurance transactions:	+/- 100–200 annually
Deferred compensation transactions:	+/- 60–100 annually

Nature and Scope

This position reports to the Central Human Resources Services Unit Manager as does the Budget Resource Analyst and Administrative Support Representative. No subordinates report to this position.

This position operates within a service environment and provides personnel related support to employees in select central offices and divisions. The incumbent administers payroll and benefit programs while maintaining harmonious relationships with a variety of union and non-union employees. These programs are complex and numerous layers of regulations must be considered. This requires the incumbent to be organized and well versed in the specifics of these programs. The incumbent must maintain professionalism and communicate appropriately with all levels of Department employees.

Typical problems faced by this position involve providing timely and accurate information and assistance regarding payrolls, benefit programs and personnel transactions. Due to the diversity of the administrative functions required of this position, the incumbent must be fully knowledgeable of all regulations involving the hiring process, payroll and the various benefits provided by the Department, the State Employees Retirement System and the Department of Central Management Services to ensure consistent application of personnel issues. The greatest challenge of this position is handling multiple functions at the same time. The incumbent must remain organized at all times to ensure strict deadlines are met.

This position is responsible for the administration of all personnel related services for an assigned area. The incumbent processes all personnel transactions; ensures accurate processing of payrolls and related personnel actions; and maintains current and accurate personnel files and salary records. S/He resolves payroll problems in a timely manner to deter any adverse effects on employees. S/He manages the multi-insurance program which presently includes the health, dental and life insurance plans. This position ensures accurate and timely enrollment; coordinates the annual benefits choice period; processes insurance changes;

prepares insurance reports; and ensures discrepancies are quickly resolved. In addition to insurance and payrolls, the incumbent administers a variety of other personnel benefits such as flexible schedules and coordination of FMLA eligibility. The incumbent works with the workers' compensation staff to monitor workers' compensation cases within the assigned area. The incumbent ensures the maintenance of accurate master attendance records through the utilization of computer systems and periodic record audits. S/He provides employees with leave balances on a regular basis and corrects any discrepancies.

The incumbent is given the latitude to work independently and to apply policies and procedures and make decisions in a multitude of personnel areas for which s/he is responsible. S/He refers sensitive problems to the unit manager with recommendations for resolution. This position deals continually with confidential information. The incumbent manages activities in accordance with union contracts, departmental policies and all relevant state and federal laws. This position contributes to a team environment within the bureau when needed.

The incumbent's assignments require daily contact with other employees throughout the assigned areas as well as staff in the Bureau of Personnel Management. External contacts are maintained with the Department of Central Management Services, various insurance carriers, local physicians concerning medical leaves of absence, the State Employees Retirement System, and the Social Security Administration.

The effectiveness of this position is evaluated by the accomplishments of the incumbent in providing timely and consistent support services to personnel regarding the onboarding process, accurate processing of payrolls and all necessary personnel transactions, insurance programs, and other employee benefits. Professionalism and strong communication skills are necessary in order to be effective in this position.

Principal Accountabilities

1. Provides the central point of contact for all administrative personnel functions for assigned areas within the central offices and divisions by advising employees on benefits and the policies that govern them.
2. Provides orientation on departmental policies and benefits including the completion of all documentation required to process their payroll and insurance coverage.
3. Administers personnel transactions, maintains personnel records, processes payrolls and resolves discrepancies in a timely and accurate manner.
4. Administers the multi-insurance program properly and in a timely manner to ensure adequate coverage.
5. Provides timekeeping and attendance records, employment verifications, flexible work schedules, coordinates FMLA eligibility, and ensures comprehensive and accurate records are maintained and applicable policies and union contracts are adhered to.
6. Monitors workers compensation cases and coordinates resulting medical leaves ensuring that adequate documentation is maintained; and that employees are properly informed of rights, benefits and responsibilities.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.